

Publications Management

PUBLICATIONS AND BLANK FORMS MANAGEMENT

CAPR 5-4, 1 January 1996, is supplemented as follows:

3.a. (Added) Additional publications.

Commanders who elect to publish supplements to regulations, or operating instructions must submit all proposed publications to HQ CAWG/DA for review and approval by the appropriate OPR and the wing commander. When approved and published, the unit will provide two copies to HQ CAWG/DA.

5.a. (Added) Personal use. Individuals who desire CAWG publications for their personal use, or units desiring extra copies, may download them from the Internet (<http://www.cawg.cap.gov>).

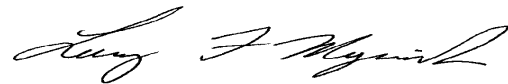
5.b. (Added) Ownership of publications. Publications sent to unit headquarters are the property of Civil Air Patrol and are provided for the use of the unit receiving such publications. It is the commander's responsibility to ensure

that all CAP and CAWG publications remain with the unit HQ files.

6.e. (Added) Mission forms. Mission forms are normally distributed by special requisitions to the CAWG Director of Emergency Services (CAWG/DOS). Organizations and units requiring mission forms to support training activities may request them on CAPF 8 routed through HQ CAWG/DOS. Describe the training activity or reason for the request in the "Remarks" section of CAPF 8.

7.a. (Added) Reproduction of blank CAWG forms. Unless otherwise indicated in CAWG Supplement 1 to CAPR 0-9 or on the form itself, all CAWG forms, may be reproduced locally. Be sure to use a high quality copier and copy two-sided forms on both sides, as in the original.

OFFICIAL



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SUMMARY OF CHANGES

This revision corrects typographical errors and adds the signature block.

Supersedes CAPR 5-4, CAWG Supplement 1, 1 September 2001

OPR: DA

Distribution: In accordance with CAPR 5-4